PROVISORS COMMUNITY HUB

New Hub Updates

A quick tour of what's new and how to use it.

In this guide

1. Edit My Profile
2. Member Directory Search
3. Events
4. My Registrations
5. My Orders

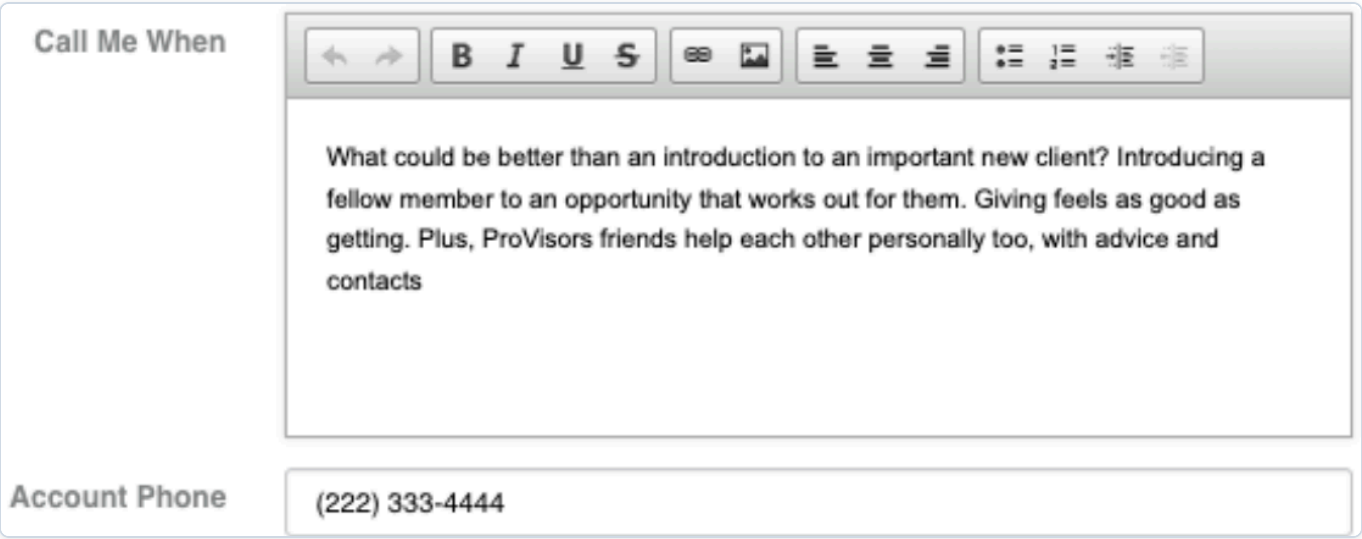
The orange circles in each picture show where to click.

1. Edit My Profile

Richer, More Readable Profiles

You can now format more sections of your profile with bold, italics, bullet points, and links. This includes **Call Me When, Clients, Services, Industries, Social Clubs, Speaking Engagements, Organizations,** and **Charities**.

Organize your information so it's easy to scan, and help fellow members quickly see how to refer you and where you connect.



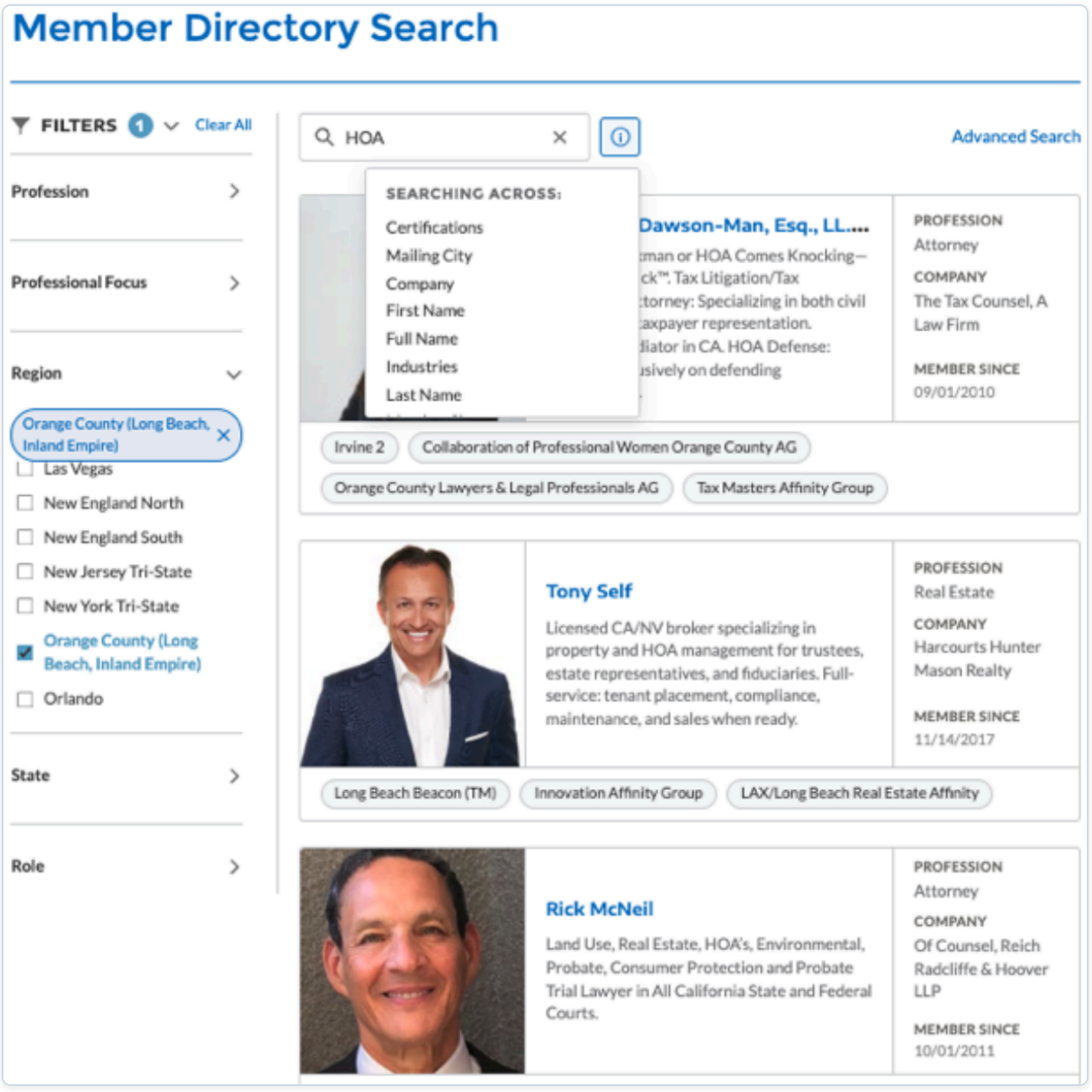
The new formatting toolbar above each profile section

2. Member Directory Search

Simpler Search and New Role Filters

We've simplified the directory search. Type keywords in the search box and you'll find matches for related terms.

Not sure if it's Robert, Robbie, Rob, or Bob? Search now finds the member you're looking for, even if you don't type their name exactly the way it appears on their profile. The search also looks across multiple fields on each profile.

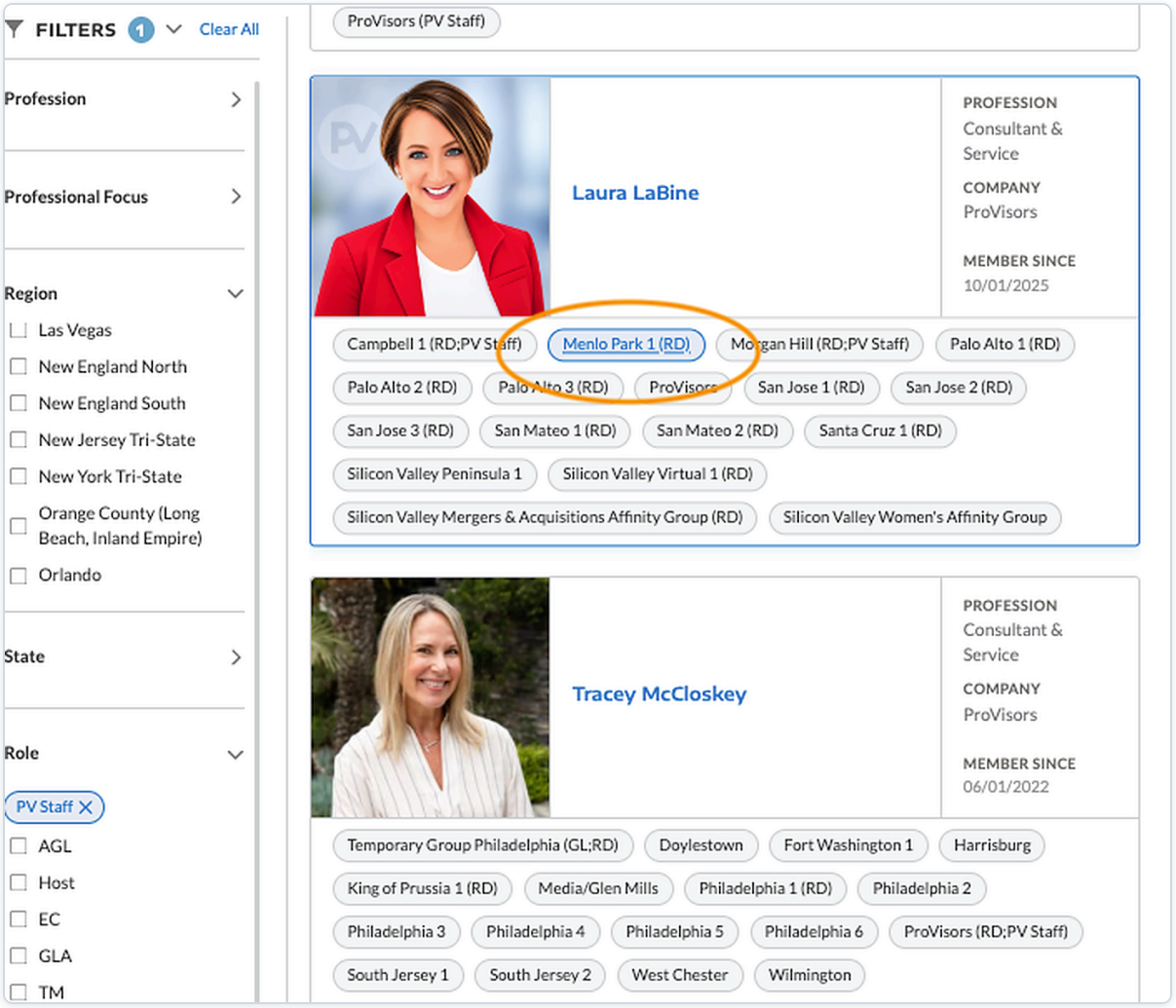


Searching "HOA" checks company, name, industries, and more

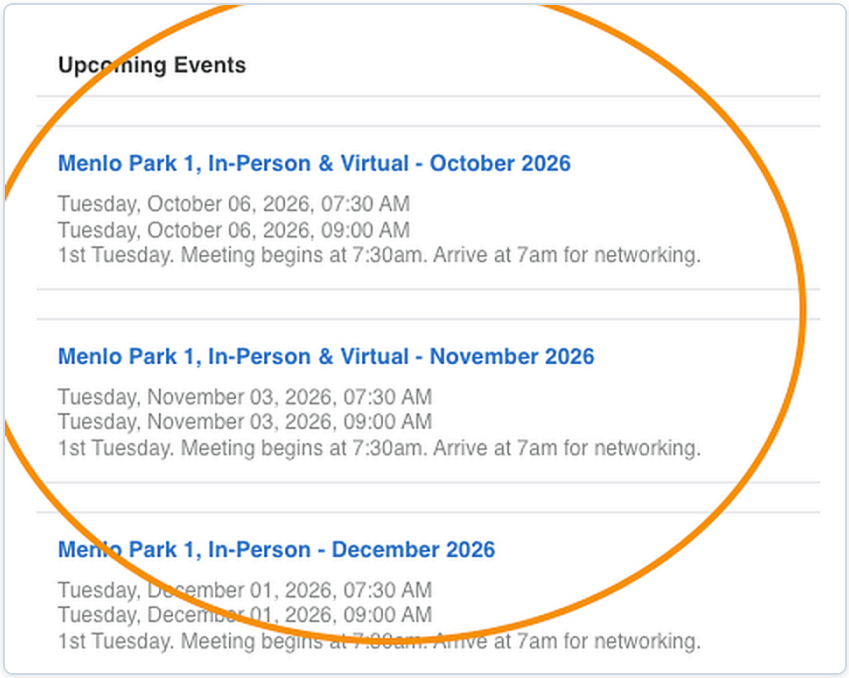
Connecting Is Easier

Member profiles now link directly to a Home or Affinity Group page, where you can see upcoming meetings and sign up, without clicking back and forth between pages.

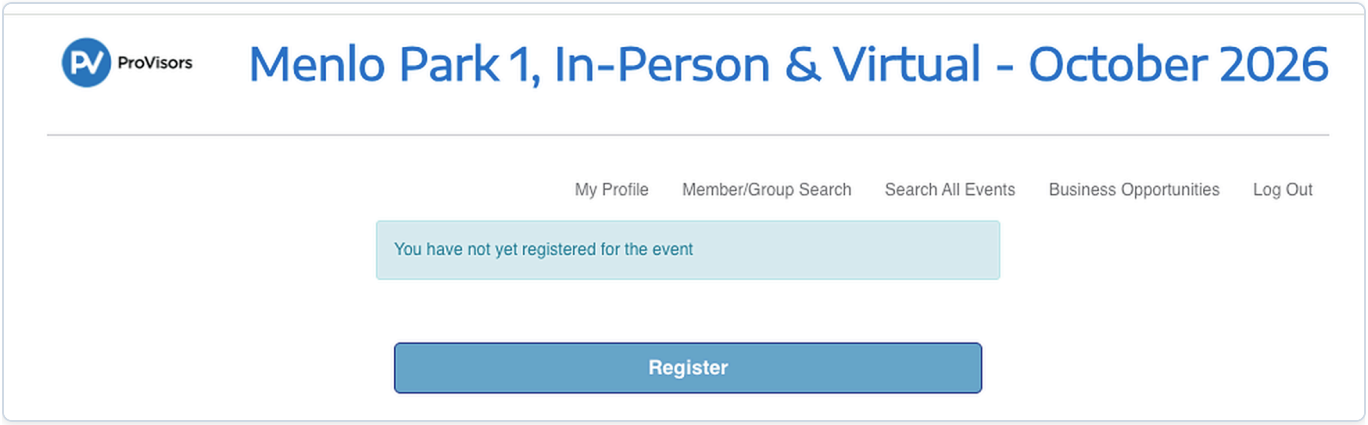
1. In the directory, click a group name on a member's profile.



2 The group page lists upcoming meetings. Click the one you want.



3 The event page opens so you can sign up.

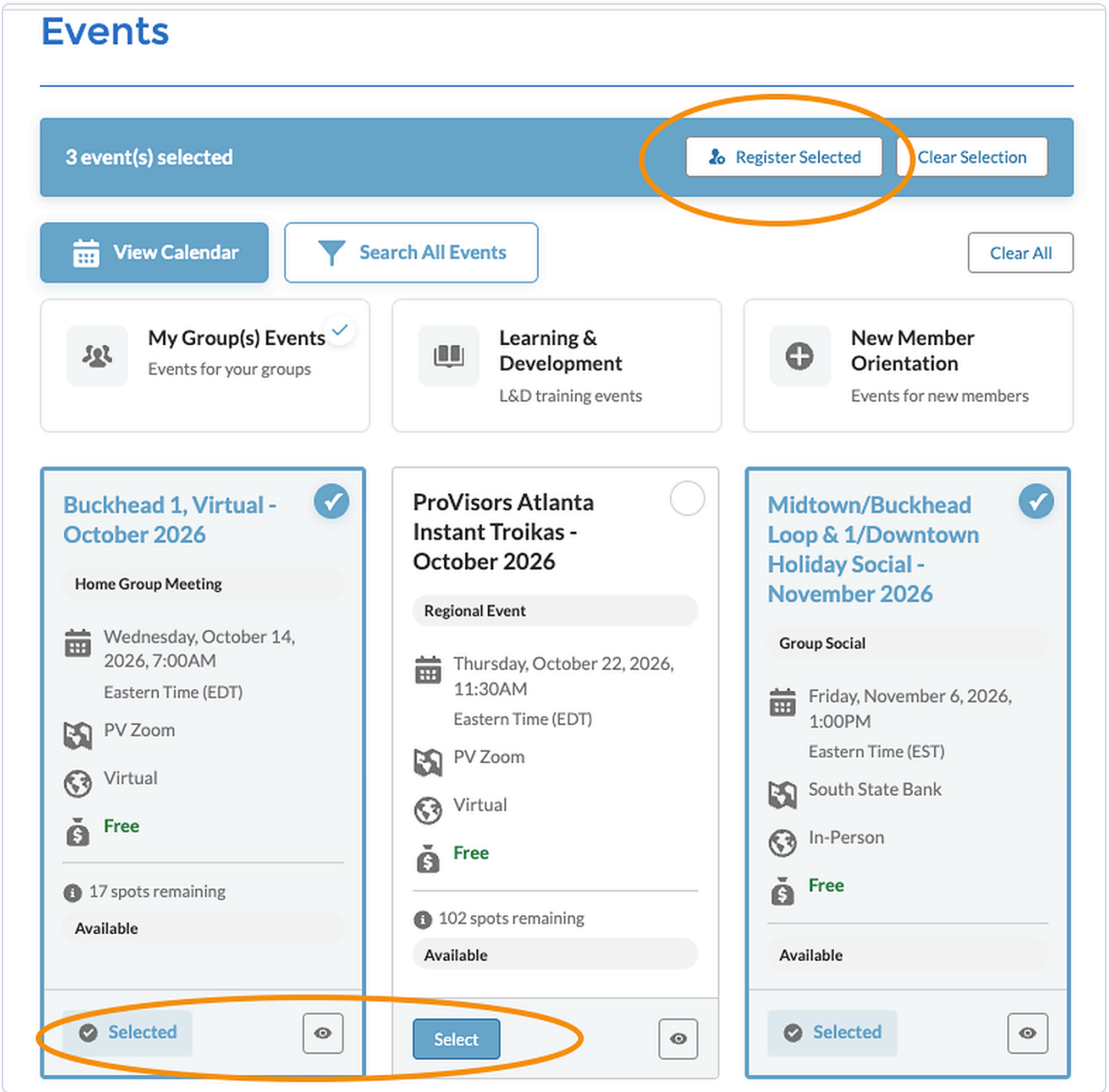


3. Events

My Group(s) Events Are Front and Center!

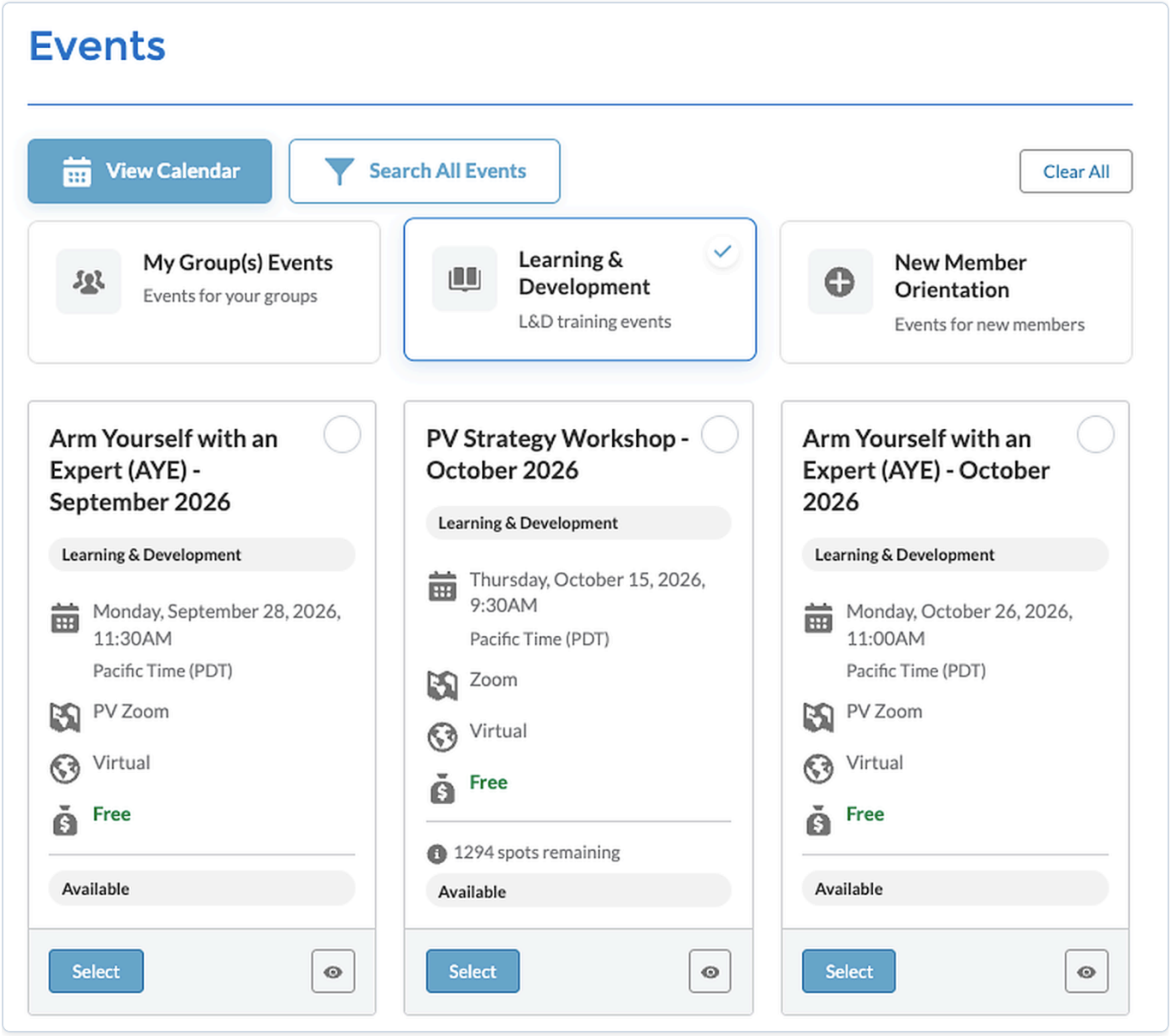
See your upcoming events at a glance and register for several at once.

1. Click **Select** on each event you want to attend.
2. Scroll up and click **Register Selected**.



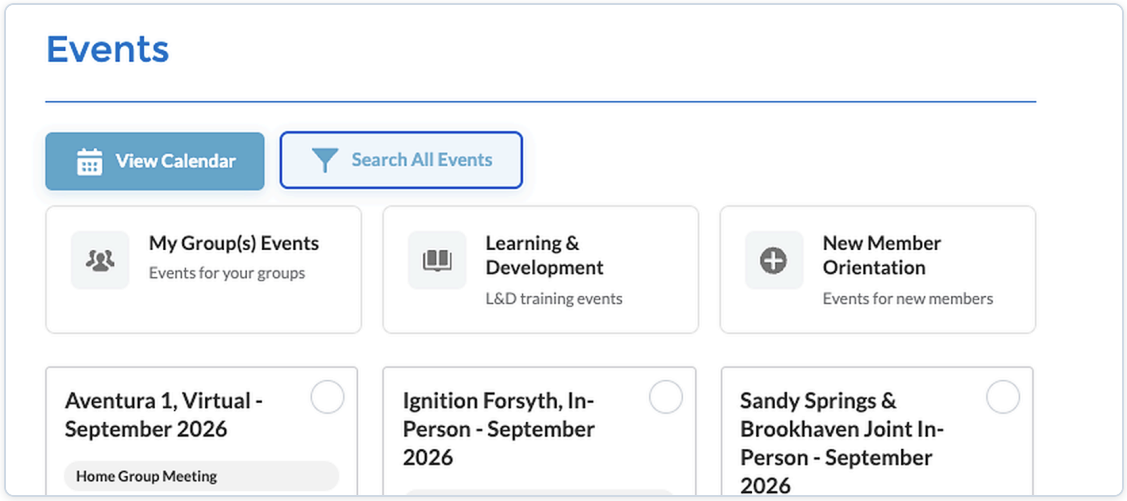
Learning & Development Events and New Member Orientations

Click the **Learning & Development** or **New Member Orientation** box to find and register for upcoming L&D events and orientations.



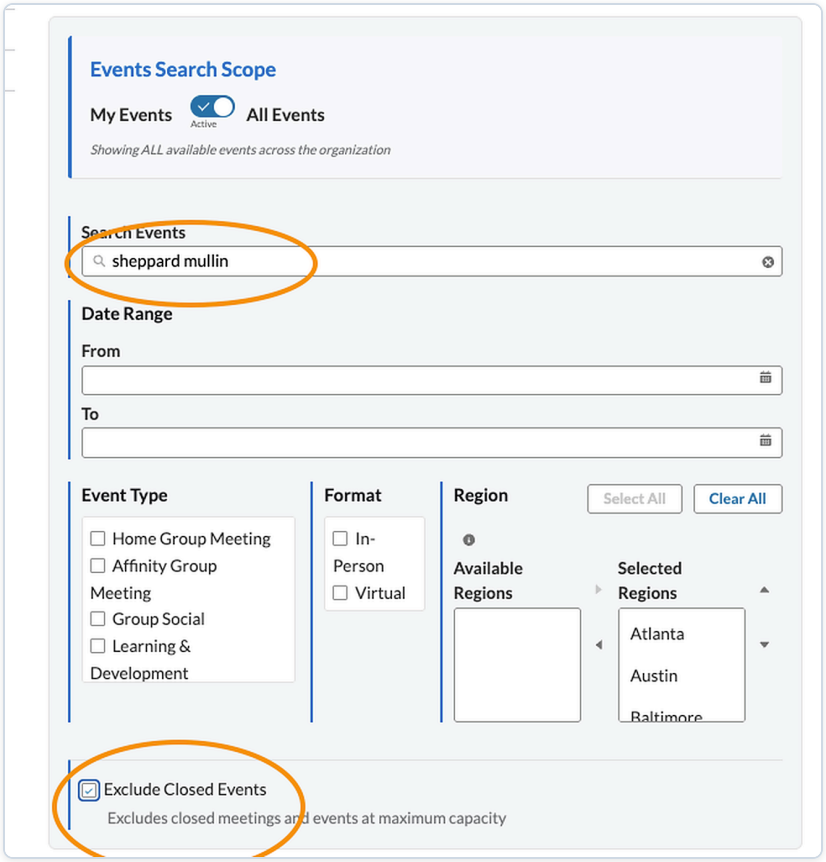
Search All Events

Click **Search All Events** to open the search options.



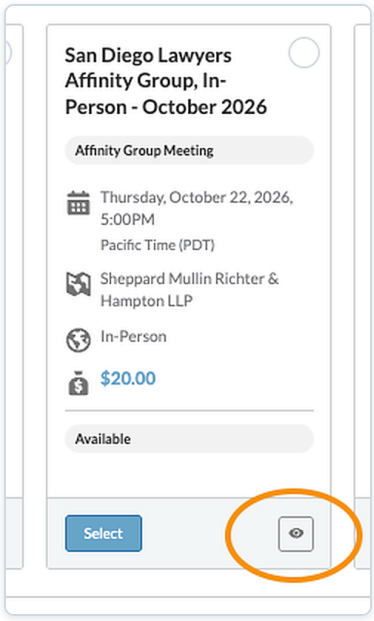
Search now looks through the text on each event page. You can type the name of the group, the host location, or any other meeting information to find results.

You can still filter by Date Range, Event Type, Format, and Region, and you can now check **Exclude Closed Events** to hide meetings that are closed or full. You can also request to guest at multiple events.

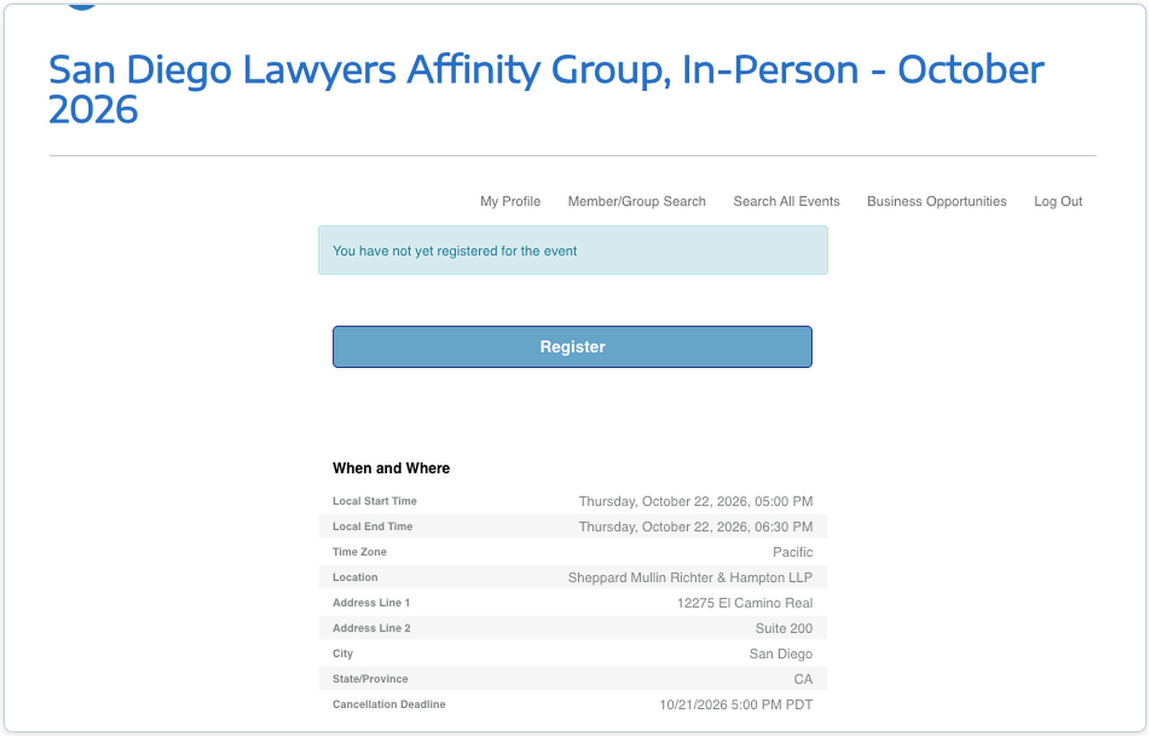


View Event Details

Need more information about an event? Click the **eye icon** in the bottom corner of the event card. The event page opens with full details, and you can register from there.



Click the eye icon

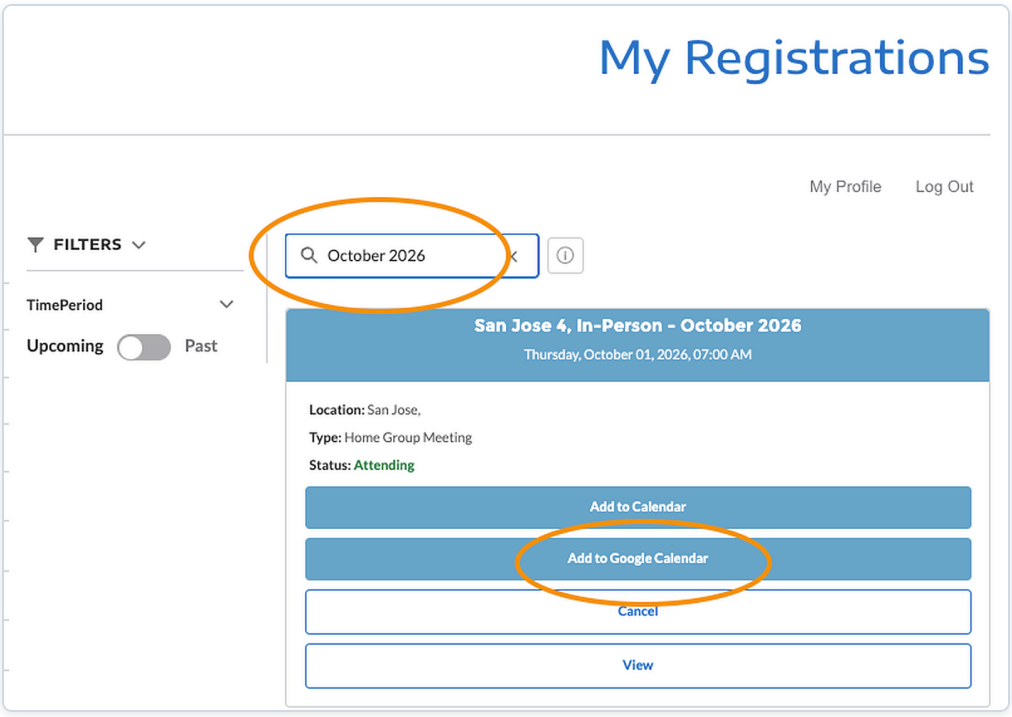


The event page opens

4. My Registrations

Search & Google Calendar

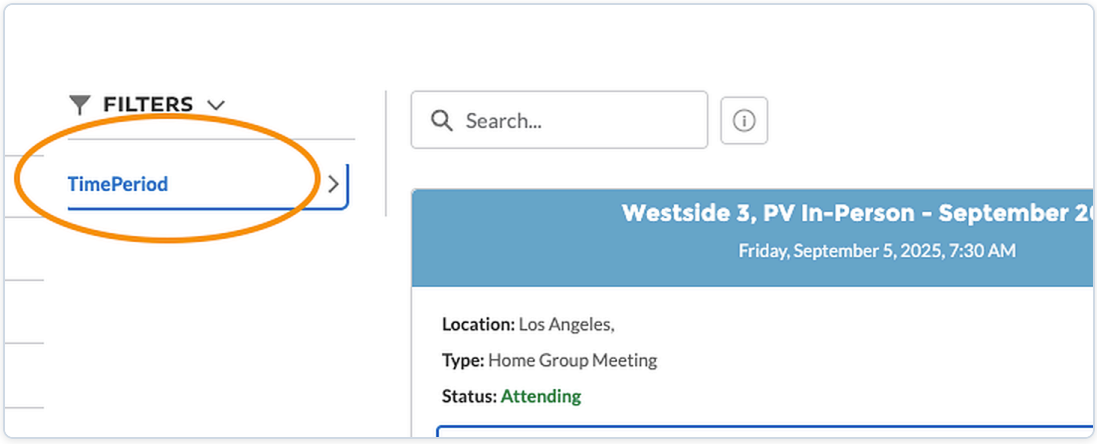
We've added a search box to My Registrations, plus buttons to add events to your calendar, including Google Calendar.



View Past Events

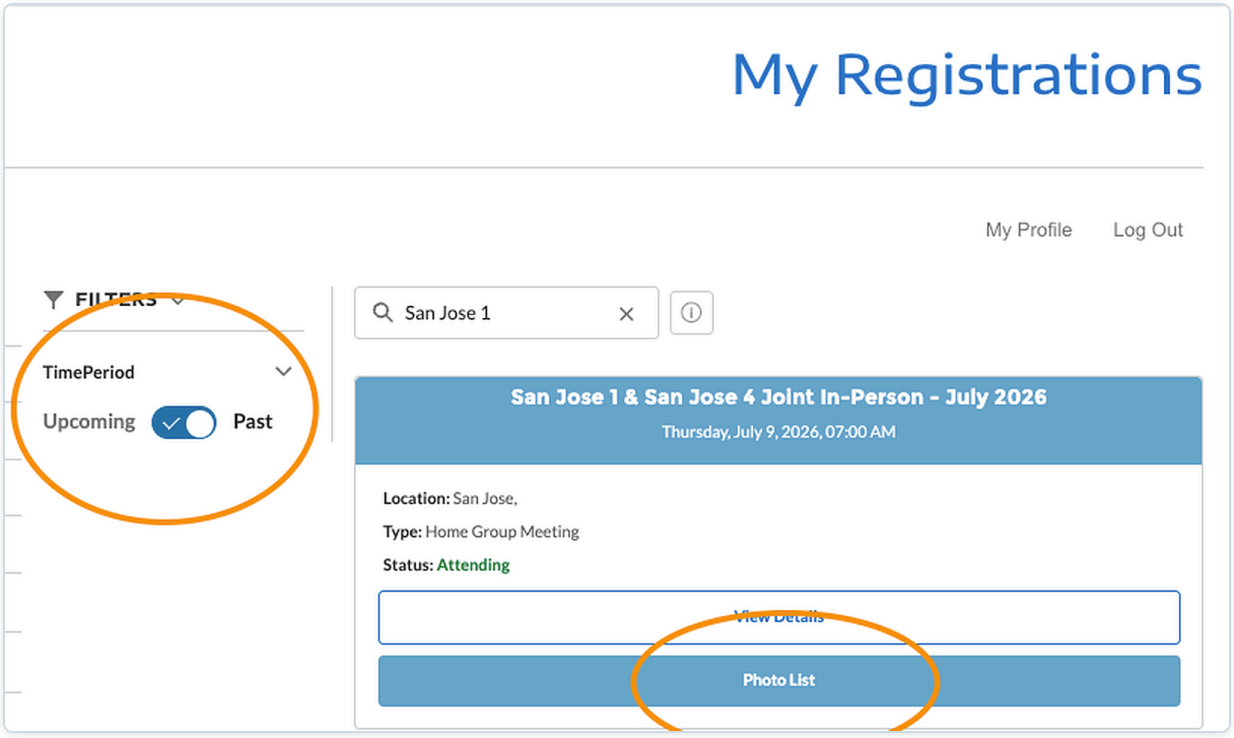
You can now see your registrations from the last two years. Can't remember a member who attended the joint meeting this summer? You also have access to past photo lists.

1. Under Filters, click **TimePeriod** to open the time options.



2. Switch the **Upcoming / Past** toggle to **Past**.

3. Click **Photo List** on a past event to see who was there.

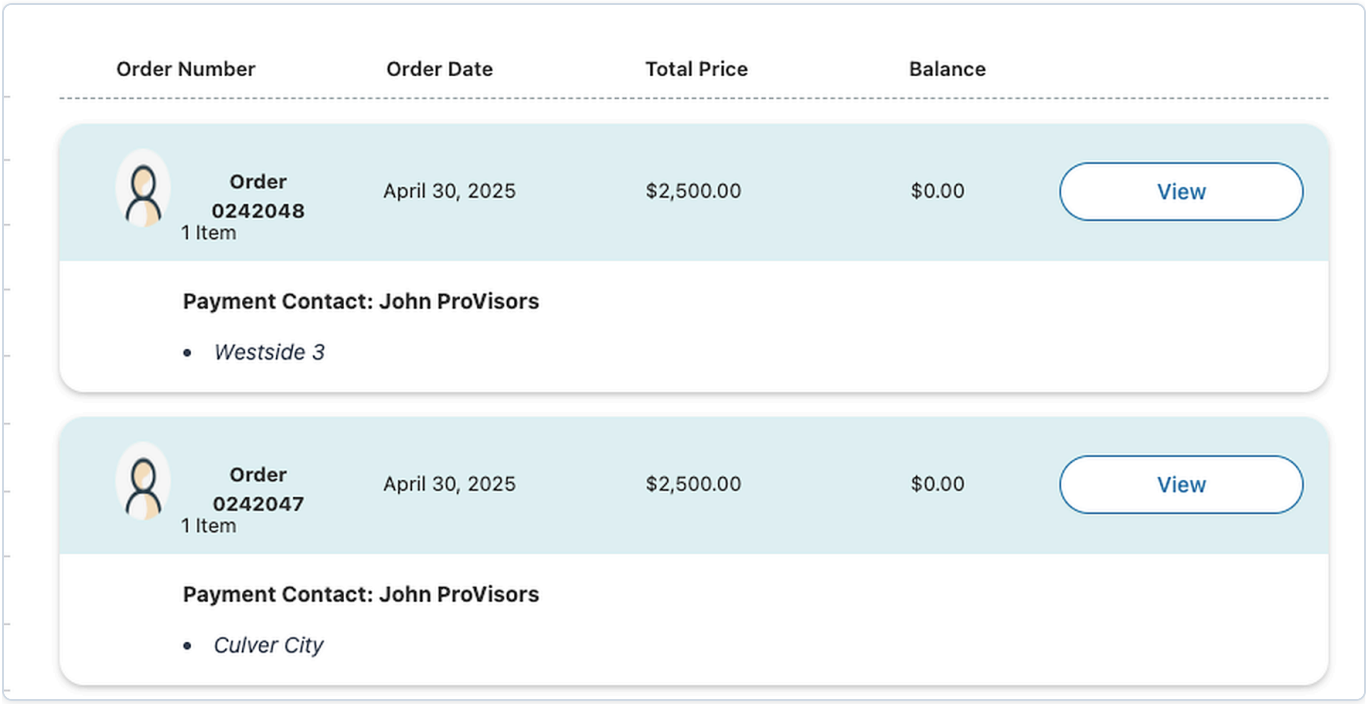


5. My Orders

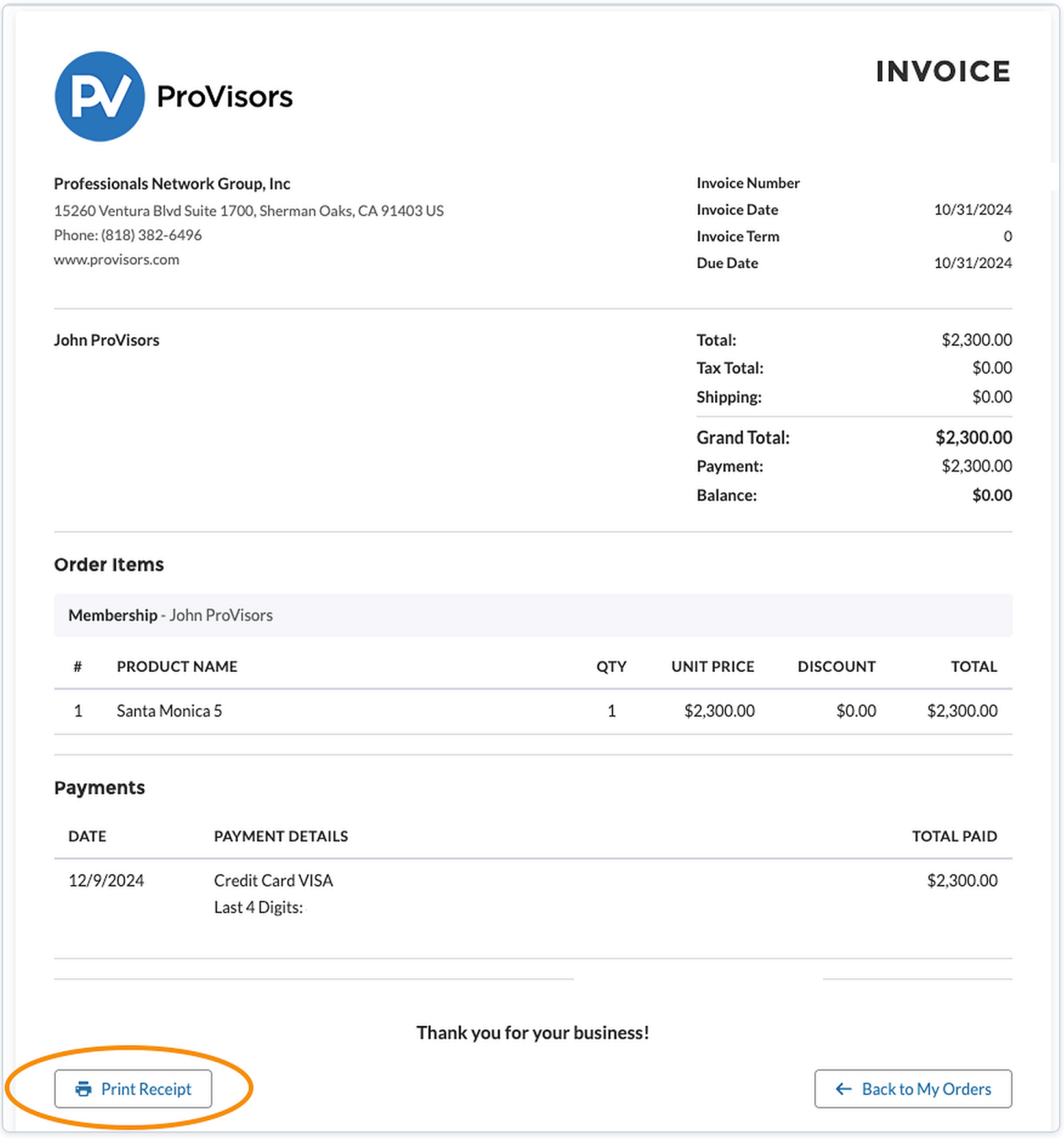
Viewable & Printable Receipts

Need a receipt for accounting? You can now view and print receipts from the Hub.

1 Go to My Orders and click **View** next to an order.



2 Click **Print Receipt**.



ProVisors

INVOICE

Professionals Network Group, Inc
15260 Ventura Blvd Suite 1700, Sherman Oaks, CA 91403 US
Phone: (818) 382-6496
www.provisors.com

Invoice Number	
Invoice Date	10/31/2024
Invoice Term	0
Due Date	10/31/2024

John ProVisors

Total:	$2,300.00
Tax Total:	$0.00
Shipping:	$0.00
Grand Total:	**$2,300.00**
Payment:	$2,300.00
Balance:	**$0.00**

Order Items

Membership - John ProVisors

#	PRODUCT NAME	QTY	UNIT PRICE	DISCOUNT	TOTAL
1	Santa Monica 5	1	$2,300.00	$0.00	$2,300.00

Payments

DATE	PAYMENT DETAILS	TOTAL PAID
12/9/2024	Credit Card VISA Last 4 Digits:	$2,300.00

Thank you for your business!

Print Receipt

Back to My Orders